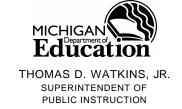


# STATE OF MICHIGAN DEPARTMENT OF EDUCATION LANSING



#### FISCAL YEAR 2003 CHILD AND ADULT CARE FOOD PROGRAM OPERATIONAL MEMO #10

**TO:** Child and Adult Care Food Program Sponsors

FROM: Peggy Pawelek Brown, Manager

Food and Nutrition Program

**DATE:** May 8, 2002

**SUBJECT:** Reminder on CACFP Training

The next New Program/Orientation on the Child and Adult Care Food Program (CACFP) will be offered on **Thursday, December 12, 2002** at the Michigan Department of Education, Hannah Building - Upper Parking Level, Conference Room 3, 608 W. Allegan, Lansing, Michigan.

This training is designed for: New CACFP Sponsors and New staff of current sponsors responsible for record keeping. In some cases, we recommend personnel responsible for ensuring program compliance attend a session as part of corrective action to an administrative review.

For your convenience, an agenda is enclosed. Some topics that will be addressed include: income eligibility forms, monitoring, meal attendance, allowable costs and claim preparation.

The training will begin promptly at 9:00 a.m. and end approximately 3:00 p.m. Please allow ample time for parking. Lunch is on your own. There is no charge to attend. **Attached is a registration form. Please fax the registration form to Ginger Czubak at (517) 373-4022,** to reserve your space. Visitor parking is available on Kalamazoo Street behind the Michigan Library and Historical Center.

Please be advised that the Allegan Street entrance into the Hannah Building is closed. You should proceed around the building to enter on the courtyard side. You must check in at the security desk. A CACFP staff member will be contacted to escort you to the meeting room. Therefore, I advise you to allow some extra time to locate parking, enter the building and be admitted through security.

If you have any questions, please contact the Child and Adult Care Food Program at (517) 373-7391.

Enclosures (2)

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## Child and Adult Care Food Program ORIENTATION

### Agenda

#### **Introductions/CACFP Updates**

"What Do You Know?"

#### **CACFP Resources**

#### **ANNUAL** Record Keeping Requirements

Application

**Income Eligibility Statements** 

Civil Rights/Ethnic Data

**Staff Training** 

Site Monitoring (Multi-sites only)

#### **DAILY** Record Keeping Requirements

Menus

Meal Attendance

Center Attendance

#### **MONTHLY** Record Keeping Requirements

Reimbursement Claim

**Reimbursement Computation** 

**Electronic Submission of Claim** 

Status Report

Claim Amendment

State of Michigan Check

Title XX Requirement (for-profit centers only)

Procurement/Buying Procedures (comparison shopping)

#### **OTHER RECORDS**

Documentation of Enrollment CACFP Operational Memos Child Day Care License Reviews and Audits

Blank Forms

"What Do You Know?"/Evaluations